

ITEM 74 (109)

SEC 80: FIN, MC, WRDM

**BUDGET AND TREASURY OFFICE: SUPPLY CHAIN MANAGEMENT
ANNUAL REPORT FOR THE PERIOD 1 JULY 2021 TO 30 JUNE 2022****1. PURPOSE**

The purpose of this report is to give feedback to Council on the implementation of the Supply Chain Management policy for the financial year ended 30 June 2022.

2. INTRODUCTION

At the end of each financial year the Accounting Officer of the municipality is mandated to submit a report on the implementation of the supply chain management Policy to council.

The Municipal Supply Chain Regulations (promulgated in Government Gazette Number 27636 on 30 May 2005) states the following:

Oversight role of council of municipality:

Section 6(3) of the Municipal Supply Chain Regulations states:

“The Accounting Officer must within thirty (30) days of the end of each year, submit a report on the implementation of the supply chain management policy to the Mayor of the municipality”

This report intends to comply with Municipal Supply Chain Regulations as stated above by providing detailed compliance information in respect of compliance, progress, challenges and constraints in the implementation of the Supply Chain Management Policy.

3. DISCUSSION**3.1 Background**

The municipality is required to procure goods and services in a manner that is fair, equitable, transparent, cost effective and competitive. These principles form the foundation of any procuring of goods and services within the local government sphere, which then is supported by the guidelines within the Municipal Finance Management Act, the Municipal Supply Chain Management Regulations and the Supply Chain Management Regulations guide for Accounting Officers. National Treasury has promulgated legislation which forms the guidelines and the basis for the municipal Supply Chain Management system.

3.2 Review of the Supply Chain Management Policy

In terms of Section 111 of Municipal Finance Management Act (Act No. 56 of 2003) each municipality must have and implement Supply Chain Management Policy and the policy should be reviewed annually to ensure that it complies with the new legislative requirements.

As such West Rand District Municipality's Supply Chain Management Policy was approved and adopted by council on 05 December 2011. Regulation 3(1) a, requires that the Accounting Officer review the SCM Policy at least once annually to ensure that it is aligned with the new legislative requirements. The policy was reviewed by council on the annual date the budget was adopted i.e. 10 June 2021

3.3 Supply Chain Management Unit

Regulation 7 states the following:

- a. *Each municipality must establish a supply chain management unit to implement its supply chain management policy.*
- b. *A supply chain management unit must, where possible, operate under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the act (MFMA).*

West Rand District Municipality has established Supply Chain Management Unit that operates under direct supervision of the CFO.

The Supply Chain Management Unit in terms of the legislation is responsible for the following prescribed functions:

- Demand management;
- Acquisition management;
- Logistics management;
- Disposal management;
- Performance management; and
- Risk management.

On a continuous basis, the SCM unit of the municipality aims to improve on the operational processes and procedures pertaining to Supply Chain Management.

Staff Complement

- Herman Sebelebele – Manager Supply Chain Management
- Nicola Benson – Coordinator Contract Management and Compliance
- Goitsemodimo Mandona – Logistics and Disposal Officer
- Niklaas Mofokeng – Demand and Acquisition Officer

Competency Levels in the Supply Chain Management Unit

The Municipal Regulations on Minimum Competency Levels require certain general competency levels for officials involved in the implementation of the Supply Chain Management Policy. All personnel in the Supply Chain Management Unit are in compliance with the required Minimum Competency Levels for Supply Chain Management Practitioners.

3.4 Supply Chain Processes

Bid Committees

The following bid committees are established to allow for the smooth implementation of the competitive bidding process:

- ✓ Bid Specification Committee;
- ✓ Bid Evaluation Committee; and
- ✓ Bid Adjudication Committee

Members of all bid committees have been appointed by the Accounting Officer. All tenders (procurement above R200, 000) are dealt with by all the committees.

The following are the members of bid Committees:

Bid Specification Committee

- Acting Executive Manager: Public Safety – Chairperson
- Manager: Budget, Treasury & Asset Management
- Manager: Water & Sanitation
- Manager: Health Services
- Manager: Waste & Environmental Management
- Manager: Supply Chain Management

Bid Evaluation Committee

- Executive Manager: Regional Planning & Re-Industrialisation – Chairperson
- Manager: Human Settlement & Infrastructure
- Manager: Income & Expenditure Management
- Coordinator: Contract Management & Compliance

Bid Adjudication Committee

- Executive Manager: Finance/Chief Financial Officer- Chairperson
- Executive Manager: Health & Social Development
- Acting Executive Manager: Public Safety
- Executive Manager: Corporate Services
- Manager: Supply Chain Management

Demand Management

The objective is to ensure that the resources required to fulfill the needs identified in the Integrated Development Plan (IDP) of the institution are delivered at the right time, price and place and that the quantity and quality will satisfy those needs of the user (ultimately the provision of services to the community). The system of demand management allows for the analysis of proper needs, establishment of a supplier database and implementation of IDP projects.

Procurement planning

Circular 62 issued by National Treasury require that Municipalities develop a procurement plan for all procurement needs with an estimated value above R200, 000. The procurement plan for goods and services for the transaction above R200 000.00 was approved as per the approved budget and Integrated Development Plan.

Supplier Database

The Invitation was placed on the website and newspaper circulating locally and nationally on the 30th June 2021 for both current and prospective service providers to update their information or to register on the WRDM Supplier Database and National Treasury Central Supplier Database. The database is reviewed on a quarterly basis. With effect from 1 July 2016, Municipalities and Municipal Entities must use the CSD supplier number starting with (MAAA) which is auto generated by the Central Database System after successful registration and validation of the prospective provider as mandatory requirement as part of listing criteria for accrediting prospective provider in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations. This is as per the requirements of the Municipal Supply Chain Management Regulation 14 and MFMA Circular No 81.

Acquisition Management

The system of acquisition must allow for compliance with all the ranges of procurement as legislated. The following are the ranges of procurement:

Procurement Process	VALUE
Petty Cash Purchases	Up to R2000 [VAT included]
Verbal / Written Quotation	Over R2000 [VAT included] up to R30 000 [VAT included]
Formal Written Price Quotation	Over R30 000 [VAT included] up to R200 000 [VAT included]
Competitive Bidding	Over R200 000[VAT included] or Long Term Contracts

All procurement of goods and services irrespective of thresholds is centralized and performed by the supply chain office.

The table below outlines the awards per threshold:

Petty Cash Purchases (Up to R2000 VAT included) The total amount of R29 604.92 was paid on petty cash purchases for the year under review.
Verbal / Written Quotation (Over R2000 Vat included up to R30 000 Vat Included) The total amount of R305 477.81 was awarded for transactions between R2 000.00 and R30 000.00 for the year under review. Attached as “Annexure 1” is the outcome
Formal Written Price Quotation (Over R30 000 [VAT included] up to R200 000 [VAT included]) The total amount of R 477 585.25 was awarded for transactions over R30 0000(VAT included) to R200 000.00. Attached as “Annexure 2” is the RFQ awards report.
Competitive Bidding (Over R200 000[VAT included] or Contracted services) The total amount of R7 760 445,12 was awarded for transactions over R200 000.00. This amount excludes the appointment for Appointment of a Panel of Service Providers for the Financial Resource Mobilization and/any Revenue Enhancement, The Appointment of a Panel of Attorneys, Provision of Pauper Burial Services, Supply and delivery of operational uniform; and Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors, 15’6 and 14” inch Laptop Carry Bags. Attached as “Annexure 3” is the tender awards report.

Deviations

Regulation 36 of the Municipal Supply Chain Regulation allows for the Accounting Officer to dispense with SCM process under one of the following circumstances:

- (i) in an emergency;
- (ii) if such goods or services are produced or available from a single provider
- (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
- (iv) acquisition of animals for zoos and/or nature and game reserves; or
- (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes.

The Accounting Officer approved two deviations with a total amount of **R1 214 134, 60** for the 2021/22 financial year. Attached as “**Annexure 4**” is the deviation register for 2021/22 financial year.

Period	Amount
First Quarter (01 July 2020 – 30 September 2020)	R 0,00
1. Second Quarter (01 October 2020 – 31 December 2020)	R 2 017,60
2. Second Quarter (01 October 2020 – 31 December 2020)	R1 212 117.00 / (\$76,032.00)
Third Quarter (01 January 2021 – 31 March 2021)	R 0,00
Fourth Quarter(01 April 2021 – 30 June 2021)	R 0,00
TOTAL	R1 214 134,60

Publication of Tender Results

Section 75(1) (g) of the Municipal Finance Management Act states that “*The Accounting Officer of a municipality must place on the website all supply chain management contracts above a prescribed value*”.

The Municipal Supply Chain Regulation 23(c) (iii) has since prescribed the value as above R200, 000.00.

Logistics Management

Logistics management is a key part of Supply Chain Management and primarily aims to control the movement and storage of materials and process the associated transactions, including, receiving, safeguarding and issuing.

The municipality has a store room where consumables are issued to departments

The following consumables were kept at stores during the year under review:

- a) Stationery;
- b) Cleaning materials

Four stock takings were done during this financial year, this is as per the requirements of the 2021/2022 SDBIP (one stock take per quarter). Invitation was extended to the Internal Audit and the Office of the Auditor General SA to be part of year end stock taking. Attached as “**Annexure 5**” is the Stock Valuation Report that indicates the current stock on-hand per available items in stores.

Disposal Management

The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets is subject to Section 14 of the Municipal Finance Management Act. No assets were disposed this financial year.

Contract Management

Contract Management is the function within Supply Chain Management Unit that deals with all the administrative tasks pertaining to the management of the contracts procured through Supply Chain Management processes.

The user departments are responsible for managing contracts in their respective departments in terms of the specifications and conditions contained in the approved contracts by means of the Supplier Evaluation Matrix which the municipality has developed, and on a quarterly basis report to SCM on the performance of their service providers. Attached as “**Annexure 6**” is the Contract Performance Register for the fourth quarter of the 2021/22 financial year.

All approved contracts awarded through SCM processes are registered in the Contract Management Register to monitor expenditure and contract ends dates in order to commence with procurement strategy on time. Attached as “**Annexure 7**” is the Contract Register for 2021/22

4. LEGAL IMPLICATIONS

Section 112 of the MFMA determines that the SCM policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) of the Municipal Finance Management Act. Reporting Back in terms of paragraph 6 (3) of the SCM policy to the executive Mayor and Council on the implementation of the Supply chain Management system and processes enables the executive Mayor and council to maintain oversight over the implementation of the SCM policy that complies with the provisions of section 112 of the Act

5. RECOMMENDATIONS THAT:

1. In terms of Regulation 6(3) of the Municipal Supply Chain Regulations, as promulgated in Government Gazette Number 27636 of 30 May 2005, cognizance be taken of the Supply Chain Management Report as at 30 June 2022, regarding the following:
 - Awards made for procurement needs up to R2000;
 - Awards made for procurement needs over R2000 up to R30 000
 - Awards made for procurement needs over R30 000 up to R200 000;
 - Awards made through the competitive bidding system;

- Awards made through the Deviations process
 - Stock taking report for the period as at 30 June 2022;
 - Contract management i.e. suppliers performance evaluation and the updated contract register
2. As required by Regulation 6(4) of the Municipal Supply Chain Regulations, promulgated in Government Gazette Number 27636 of 30 May 2005, the report be made public in terms of Section 21(A) of the Municipal Systems Act, and be placed on the WRDM website.



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DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT



ANNEXURE 1

AWARDS OVER 2 000 – 30 000 FOR FINANCIAL YEAR 2020/21

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function	Ownership Info	Location
3313	2021/09/03	Kgosi Bokamoso Trading And Pro	R26 330.40	Procurement of PPE(RRAMS)	Health Services: Health Services	Black African Male 40% Black African Female 60%	Randfontein
3315	2021/09/21	One Pangaea Financial	R18 000.00	Actuarial valuation of employee benefits in terms of GRAP 25	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	N/A Male 50% African Male 50%	Johannesburg
3316	2021/09/21	Spectrum Valuation & Asset	R9 200.00	Valuation of Portion 2 of Erf 884 Randfontein	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Owens by the following entities: IQ Capital 18% Palumark 52% Paulgyn 30%	Johannesburg
3324	2021/09/21	Teke Holdings (Pty) Ltd	R3 905.40	Procurement of ink cartridges	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Male 32% Black African Female 34% Black African Female 34%	Krugersdorp

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function	Ownership Info	Location
3325	2021/09/21	Maziya Amahle	R15 767,50	Procurement of fogging machines	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Male 100%	Johannesburg
3326	2021/09/30	Thelidza Personnel Solutions	R5 567,33	Screening & vetting of qualifications for the position of the Executive Manager: Corporate Services	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Johannesburg
3348	2021/12/02	Radiant lady (Pty) Ltd	R4 833,45	Supply and Delivery of Ink Cartridges	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Krugersdorp
3347	2021/12/01	AA Olugaho Media	R29 800,00	Supply and Delivery of two laptops	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Male 100%	Johannesburg
3346	2021/11/24	Raj Building Construction and Projects	R27 400,00	Supply and Delivery of Stationery (A4 Paper and Lever Arch files)	Finance: Finance	Black African Male 50% Black African Male 50%	Randfontein
3344	2021/11/15	Moko Group	R8 498,87	Supply and Delivery of Stationery for WRDM	Finance: Finance	Black African Male 100%	Kempton Park
3338	2021/10/25	The Assessment Toolbox	R13 455,00	Competency assessment for two Candidates	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Male 70% Black African Female 30%	Johannesburg

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function	Ownership Info	Location
3337	2021/10/20	Cnetworks Consulting	R22 765,40	The Annual Renewal of Antivirus for The West Rand District Municipality License renewal for x250 licenses.)	Property Services: Property Services	Black African Male 100%	Johannesburg
3348	2022/03/30	Media Torque & Events	R 15 918.57	Advert: 2022/23 To 2024/25 Draft Budget And 2022/23 Draft IDP	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Johannesburg
3347	2022/03/16	Vikelela Support Cc	R 5 146.25	Servicing Of Fire Extinguishers 65 Quantity	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	White Male 100%	Roodeport
3346	2022/03/16	Lesela Consulting	R 6 090.00	Screening And Vetting Of Municipal Manager Position	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	African Black Female 100%	Johannesburg
3344	2022/02/25	Thelidza Personnel Solutions	R 2 425.11	Screen And Vetting Of Three (3) Candidates	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Johannesburg
3361	2022/02/24	Media Torque & Events	R 23 408.48	Tender Advert: Conditions Assessment Of Assessts	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Johannesburg
3337	2022/02/24	Radiant Lady (Pty) Ltd	R 2 100.00	Supply And Delivery Of Bottled Still Water For WRDM 500ml	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Krugersdorp

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function	Ownership Info	Location
					Support: Administrative and Corporate Support		
3358	2022/01/19	Ndabana Media Production	R 28 045.72	Advertisement Of Tenders; Appointment Of A Panel Of Service Providers The Supply And Delivery Of Servers, Laptops And Desktop Computers.	Function: Finance and Administration: Core Function: Administrative and Corporate Support: Administrative and Corporate Support	Black African Female 100%	Germiston
3427	2022/06/30	MEDIA TORQUE & EVENTS	R27 593.37	ADVERT: INVITATION TO PROSPECTIVE SERVICE PROVIDERS	Finance: Finance	Black African Female 100%	Johannesburg
3417	2022/06/29	MEDIA TORQUE & EVENTS	R27 593.38	PUBLIC NOTICE: NOTICE IN TERMS OF SECTION 33 OF THE LOCAL GOVERNMENT MFMA.	Administrative and Corporate Support: Adm	Black African Female 100%	Johannesburg
3416	2022/06/29	MEDIA TORQUE & EVENTS	R29 892.82	TENDER ADVERT: WR/CORP/06/22 AND WR/CORP/07/22	Administrative and Corporate Support: Adm	Black African Female 100%	Johannesburg
3401	2022/05/25	ST SOLUTIONS (PTY)(LTD)	R4 255.00	MITEL PHONE SYSTEM ISSUES(CANNOT DIAL OUT; FREQUENT PHONE REBOOTS DATABASE CORRUPT;FIRMWARE RELOAD REQUIRED)	Administrative and Corporate Support: Adm	Owens by the following entities :Franjo Holdings 8% ST BEE 51% REMI Holdings 41%	Johannesburg
3397	2022/05/20	RAJ BUILDING CONSTRUCTION AND	R7 980.53	SUPPLY AND DELIVERY OF EXECUTIVE HIGH BACK LEATHER OFFICE CHAIR	Finance: Finance	Black African Male 50% Black African Male 50%	Randfontein

Order Number	Order Date	Creditor Name	Total Amount	Descriptions	Function	Ownership Info	Location
3395	2022/05/12	MEGA FIRE PROJECTS CC	R10 432.23	SERVICE FIRE EXTINGUISHERS; HOSE REELS AND FIRE HYDRANT	Administrative and Corporate Support: Adm	Black African Male 33% Black African Male 33% Black African Female 34%	Krugersdorp
3382	2022/04/06	MEDIA TORQUE & EVENTS	R19 898.22	ADVERT: MUNICIPAL FINANCE INTERNSHIP PROGRAMME	Administrative and Corporate Support: Adm	Black African Female 100%	Johannesburg
3381	2022/04/06	THE ASSESSMENT TOOLBOX	R20 182.50	COMPETENCY ASSESSMENT FOR CANDIDATES(MM's POSITION)	Administrative and Corporate Support: Adm	Black African Male 70% Black African Female 30%	Johannesburg
TOTAL (VAT inclusive)			R305 477.81				



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ANNEXURE 2

RFQ AWARDS REPORT FOR THE FINANCIAL YEAR 2021/22

NO	RFQ NO:	DESCRIPTION	NAME OF SERVICE PROVIDER	DATE OF ADVERT	CLOSING DATE	BBB-EE LEVEL ON POINTS	TOTAL POINTS SCORED	DATE OF AWARD	TURN AROUND TIME	BID AMOUNT (VAT INCL)
1	WR/FIN/05/2021	Supply and Delivery of Cleaning Material	Prest Business Suppliers	07/07/2021	16/07/2021	20	100	25/08/2021	28 days	R 87 642,65
2	WR/MHS/01/2022	Supply and Delivery of (PPE) for the WRDM Municipal Health Services	Palmerton Cartridges	01/09/2021	13/09/2021	20	100	11/10/2021	20 days	R 33 048,70
3	WR/CORP/05/2022	Moderation and Assessment Training	QED-Quality Executive Development	19/10/2021	29/10/2021	20	100	06/12/2021	27 days	R 74 999,90
4	WR/CORP/07/2022	Appointment of a Strategic Planning Facilitator for the West Rand District Municipality.	Vision Activ Holdings (Pty) Ltd	27/01/2022	04/02/2022	20	100	07/02/2022	20 days	R 198 714,00
5	WR/FIN/06/2022	Supply and Delivery of Stationery for West Rand District Municipality.	Siego Service and Trade	27/01/2022	04/02/2022	20	100	14/02/2022	27 days	R 83 180,00
TOTAL (VAT inclusive)										R477 585,25



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ANNEXURE 3

TENDER AWARDS REPORT FOR THE FINANCIAL YEAR 2021/22

TENDER NO:	DESCRIPTION	SERVICE PROVIDER	APPOINTMENT DATE	CONTRACT TERM	BBBEE POINTS SCORED	BID AMOUNT (VAT INCL)
1.	Appointment of a Panel of Service Providers for the Financial Resource Mobilization and/any Revenue Enhancement options applicable to the municipality for a period of three (3) years.	1. Ntiyiso Industrialization Consulting	16/08/2021	36 Months	N/A	Commission based
		2. Ubuntu Business Advisory and Consulting	16/08/2021	36 Months	N/A	Commission based
		3. XET Solutions Pty Ltd	16/08/2021	36 Months	N/A	Commission based
		4. Madhlopa and Thenga Incorporated	16/08/2021	36 Months	N/A	Commission based
		5. Greemaso Holdings	16/08/2021	36 Months	N/A	Commission based
		6. EMS Solution	16/08/2021	36 Months	N/A	Commission based
		7. Baatshuma	16/08/2021	36 Months	N/A	Commission based
		8. MXN Development Construction cc.	16/08/2021	36 Months	N/A	Commission based
2.	The Appointment of a Panel of Attorneys for West Rand District Municipality (WRDM) FOR A Period of Three (3) Years	1. Phambane Mokone Incorporated	06/09/2021	36 Months	N/A	Commission based

		2. Lize Venter Attorneys	06/09/2021	36 Months	N/A	Commission based
		3. Verveen Attorneys	06/09/2021	36 Months	N/A	Commission based
		4. Madhlopa and Thenga Incorporated	06/09/2021	36 Months	N/A	Commission based
		TVNB Manzi Funeral Palour	06/09/2021	36 Months	N/A	Rates based
3.	WR/MHS/03/21	Provision of Pauper Burial Services for a Period of Three (3) Years	15/09/2021	36 Months	N/A	R963 959.04
4.	RT3 -2018	Supply, Delivery, Commissioning and Maintenance of Office Automation Equipment for West Rand District Municipality under National Treasury RT3-2018	08/11/2021	Once-off		R 5 485 486,08
5.	WR/PS/02/22	Supply and Delivery of a Medium Pumper with Equipment for the West Rand District Municipality	09/11/2021	36 Months	N/A	Rates based
6.	WR/PS/03/22	Supply and delivery of operational uniform (working dress) and ppe (bunker gear) for public safety (rescue and fire services) for the west rand district municipality	11/03/2022	36 Months	N/A	Rates based
7.	WR/CORP/01/22	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors, 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.	11/03/2022	36 Months	N/A	Rates based
8.	WR/FIN/04/22	Conditions Assessment on both Movable and Infrastructure Assets of West Rand District Municipality (WRDM) and Ancillary Facilities	11/03/2022	36 Months	N/A	Rates based
		RCA & Company	16/05/2022	24 Months	100 points	R 1 311 000,00

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ANNEXURE 4

DEVIATION REPORT FOR THE FINANCIAL YEAR 2021/22

No:	Date	Service Provider	Amount	Department	Commodity	Category	Reason for Deviation
D1/21/22	08/10/2021	Government Printing Works	R 2 017,60	Regional Planning & Corporate Services	Advert: Publishing of Appointed Members of the WRDM Planning Tribunal	ii	Sole Provider
D2/21/22	13/12/2021	Microsoft Ireland Operations Limited	\$76,032.00	Corporate Services	Provision of Microsoft Office 365 E1 For 3 years period	ii	Sole Provider

N.B: The following represents the Categories of Deviation

- i Emergency
- ii Sole Provider
- iii Acquisition of special works of art or historical objects where specification are difficult to compile
- iv Acquisition of animals for zoo
- v Impractical to follow SCM Process

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ANNEXURE 5

STOCK TAKING REPORT FOR THE FINANCIAL YEAR 2020/21

STOCK TAKING REPORT

4th QUARTER APRIL- JUNE 2022

ITEM NO	DESCRIPTION	QUANTITY PER MUNSOFT	QUANTITY COUNTED	VARIANCE	REASON FOR VARIANCE
300001	PAPER A4 WHITE	31	31	0	N/A
300003	BOOKS-SHORTHAND	14	14	0	N/A
300005	CD'S RECORDABLE	44	44	0	N/A
300007	CORRECTION TAPE	77	77	0	N/A
300041	EXAM PAD A4	44	44	0	N/A
300042	ERASERS	7	7	0	N/A
300044	FILES-FOLDER	1825	1825	0	N/A
300045	HIGHLIGHTERS	7	7	0	N/A
300045	LEVER ARCH FILES	95	95	0	N/A
300047	LEAD PENCIL .05	87	87	0	N/A
300048	MAGIC CLIP (BOX)	50	50	0	N/A
300049	MAGIC CLIP DISPENSER	56	56	0	N/A
300050	MARKER ARTLINE	189	189	0	N/A
300051	POCKET A4 (PACKET)	17	17	0	N/A
300052	BALLPOINT PENS MEDIUM	141	141	0	N/A
300054	PENS UNI BALL EYE FINE	241	241	0	N/A
300055	PENS UNI BALL EYE MEDIUM	208	208	0	N/A
300060	POST-IT NOTES 654	79	79	0	N/A
300060	PRITT	24	24	0	N/A
300063	PRESTIK	7	7	0	N/A
300065	RULERS	64	64	0	N/A
300067	SCHMIDT REFILL P 900 F BLACK	43	43	0	N/A
300068	STAPLERS	5	5	0	N/A
300069	STAPLES	29	29	0	N/A
300070	STAPLE REMOVER	21	21	0	N/A
300071	SCISSORS	18	18	0	N/A
300072	TELEROLLS	20	20	0	N/A
300073	WHITE BOARD MARKERS	92	92	0	N/A

300074	WHITE BOARD ERASER	15	15	0	N/A
300075	PENS B/P PILOT BPS FINE RED	86	86	0	N/A
300076	PENS B/P PILOT BPS FINE BLUE	298	298	0	N/A
300077	ENVELOPES BOX 114 X 162	12	12	0	N/A
300078	ENVELOPES BOX 324 X 227	2	2	0	N/A
300079	ENVELOPES 110 X 220	16	16	0	N/A
300082	PAPER CLIPS GIANT	3	3	0	N/A
300084	INDEX TABS	82	82	0	N/A
300085	STAMP PAD INK 300ML	12	12	0	N/A
300087	RING REINFORCEMENTS PVC 250'S	25	25	0	N/A
300091	CALCULATOR RIBBON	11	11	0	N/A
300092	CUBE REFILLS COLOURED	50	50	0	N/A
300093	PICTURE MOUSE PADS	12	12	0	N/A
300094	TIDY FILES-ARCHIVE	605	605	0	N/A
300098	FILE DIVIDERS COLOURED	3	3	0	N/A
300100	ENVELOPES A5 SELF SEAL BOX	12	12	0	N/A
300101	BOOK-MANUSCRIPT A5	175	175	0	N/A
300102	TIPPEX CORRECTION FLUID	101	101	0	N/A
300103	FLIPCHART PADS	6	6	0	N/A
300107	POST-IT FLAGS BANDERITAS	73	73	0	N/A
300110	ENVELOPES 110 X 220 WINDOW BOX	10	10	0	N/A
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	8	8	0	N/A
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13	13	0	N/A
300124	DVD +R VERBATIM	88	88	0	N/A
300139	STRIPS A4 (L54/29701492) WHITE	29	29	0	N/A
300149	MEMORY STICKS	29	29	0	N/A
300153	CASSETTE 90 MINUTES	25	25	0	N/A
300154	ENVELOPES A3	5	5	0	N/A
310003	BROOM HARD	4	4	0	N/A
310004	BROOM SOFT	4	4	0	N/A
310005	BUCKET 25L	8	8	0	N/A
310012	DOMESTOS	1	1	0	N/A
310016	FURNITURE POLISH	8	8	0	N/A
310022	MUTTON CLOTH	25	25	0	N/A
310023	MOP LARGE	8	8	0	N/A

310028	STEEL WOOL	17	17	0	N/A
310032	WASHING POWDER	11	11	0	N/A
310033	WINDOWLENE	14	14	0	N/A
310035	HIDRI REFLEX TOWELS	3	3	0	N/A
310039	POT SCOURERS	6	6	0	N/A
310043	SUNLIGHT SOAP	52	52	0	N/A
310044	HANDSOAP LUX	10	10	0	N/A
310046	WINDOW SQUEEGEE	9	9	0	N/A
310049	CARBRO KETTLE & STEAM IRON CLEANER	38	38	0	N/A
310050	SWINGBIN BAGS KITCHEN	15	15	0	N/A
310055	FEATHER DUSTERS	15	15	0	N/A
310064	CARPET SHAMPOO	10	10	0	N/A
310067	TOILET BRUSH	15	15	0	N/A
BATCH 00039		5614	5614	0	

Team 1: Itumeleng Malaka
Patricia Ngobeneni

Team 2: Katlego Rakuba
Cynthia Koloti

Sign Off: Goitsemodimo Mandona
Herman Sebelebele



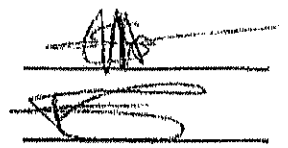




West Rand District Municipality
4rd Quarter 30-Jun-22

Team 1: Itumeleng Malaka

Patricia Ngobenl

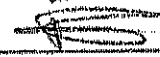


BATCH 00038
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 1 Count
300001	PAPER A4 WHITE	31
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	77
300041	EXAM PAD A4	44
300042	ERASERS	07
300044	FILES-FOLDER	1825
300045	HIGHLIGHTERS	07
300046	LEVER ARCH FILES	95
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300052	BALLPOINT PENS BIC MEDIUM	144
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	79
300062	GLUE STICK (PRITT)	24
300063	PRESTIK	07
300065	RULERS	64
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	05
300069	STAPLES (BOX)	29
300070	STAPLE REMOVER	21
300071	SCISSORS	18
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	92
300074	WHITE BOARD ERASER	15
300075	PENS B/P PILOT BPS FINE RED	36
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12

300098	FILE DIVERDERS COLOURED	03
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	175
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	73
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	29
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310003	BROOM HARD	04
310004	BROOM SOFT	04
310005	BUCKET 25L	08
310012	DOMESTOS	01
310016	FURNITURE POLISH(PLEDGE)	08
310022	MUTTON CLOTH	25
310023	MOP LARGE	08
310028	STEEL WOOL	17
310032	WASHING POWDER	11
310033	WINDOWLENE	14
310035	HIDRI REFLEX TOWELS	03
310039	POT SCOURERS	06
310043	SUNLIGHT SOAP	52
310044	HANDSOAP LUX	10
310046	WINDOW SQUEEGEE	09
310049	CARBRO KETTLE & STEAM IRON CLEANER	38
310050	SWINGBIN BAGS KITCHEN	15
310054	FEATHER DUSTERS	15
310064	CARPET SHAMPOO	10
310067	TOILET BRUSH	15
BATCH 00038		

Team 1: Itumeleng Malaka
Patricia Ngobeni

BATCH 00038
STOCK TAKING

ITEM NO	DESCRIPTION	Team 1 Count
300001	PAPER A4 WHITE	31
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	17
300041	EXAM PAD A4	44
300042	ERASERS	07
300044	FILES-FOLDER	1 825
300045	HIGHLIGHTERS	07
300046	LEVER ARCH FILES	95
300047	LEAD PENCIL .05	37
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300052	BALLPOINT PENS BIC MEDIUM	141
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	79
300062	GLUE STICK (PRITT)	24
300063	PRESTIK	07
300065	RULERS	64
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	05
300069	STAPLES (BOX)	29
300070	STAPLE REMOVER	21
300071	SCISSORS	18
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	92
300074	WHITE BOARD ERASER	15
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	02
300079	ENVELOPES 110 X 220	16
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	50
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	605

300098	FILE DIVERDERS COLOURED	03
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	175
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	73
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300116	PVC TRANSPARENT COVERS A4(0.18MM)	18
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	29
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310003	BROOM HARD	04
310004	BROOM SOFT	04
310005	BUCKET 25L	08
310012	DOMESTOS	01
310016	FURNITURE POLISH(PLEDGE)	08
310022	MUTTON CLOTH	25
310023	MOP LARGE	08
310028	STEEL WOOL	17
310032	WASHING POWDER	11
310033	WINDOWLENE	14
310035	HIDRI REFLEX TOWELS	03
310039	POT SCOURERS	06
310043	SUNLIGHT SOAP	52
310044	HANDSOAP LUX	10
310046	WINDOW SQUEEGEE	07
310049	CARBRO KETTLE & STEAM IRON CLEANER	38
310050	SWINGBIN BAGS KITCHEN	15
310054	FEATHER DUSTERS	15
310064	CARPET SHAMPOO	10
310067	TOILET BRUSH	15
BATCH 00038		

West Rand District Municipality
4rd Quarter 30-Jun-22

Team 2: Katlego Rakuba
Cynthia Koloti




BATCH 00038
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 WHITE	31
300003	BOOKS-SHORTHAND	14
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	77
300041	EXAM PAD A4	44
300042	ERASERS	07
300044	FILES-FOLDER	1825
300045	HIGHLIGHTERS	07
300046	LEVER ARCH FILES	95
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300052	BALLPOINT PENS BIC MEDIUM	141
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	79
300062	GLUE STICK (PRITT)	24
300063	PRESTIK	07
300065	RULERS	64
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	05
300069	STAPLES (BOX)	29
300070	STAPLE REMOVER	21
300071	SCISSORS	18
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	92
300074	WHITE BOARD ERASER	15
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	02
300079	ENVELOPES 110 X 220	16
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	50
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	605

300098	FILE DIVERDERS COLOURED	03
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	175
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	73
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	29
300153	CASSETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310003	BROOM HARD	04
310004	BROOM SOFT	04
310005	BUCKET 25L	08
310012	DOMESTOS	01
310016	FURNITURE POLISH(PLEDGE)	08
310022	MUTTON CLOTH	25
310023	MOP LARGE	08
310028	STEEL WOOL	17
310032	WASHING POWDER	11
310033	WINDOWLENE	14
310035	HIDRI REFLEX TOWELS	03
310039	POT SCOURERS	06
310043	SUNLIGHT SOAP	52
310044	HANDSOAP LUX	10
310046	WINDOW SQUEEGEE	09
310049	CARBRO KETTLE & STEAM IRON CLEANER	38
310050	SWINGBIN BAGS KITCHEN	15
310054	FEATHER DUSTERS	15
310064	CARPET SHAMPOO	10
310067	TOILET BRUSH	15
BATCH 00038		

Team 2: Katlego Rakuba

Cynthia Koloti

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BATCH 00038
STOCK TAKING

ITEM NO	DESCRTIPTION	Team 2 Count
300001	PAPER A4 WHITE	31
300003	BOOKS-SHORTHAND	16
300005	CD'S RECORDABLE	44
300007	CORRECTION TAPE	77
300041	EXAM PAD A4	64
300042	ERASERS	07
300044	FILES-FOLDER	1825
300045	HIGHLIGHTERS	07
300046	LEVER ARCH FILES	95
300047	LEAD PENCIL .05	87
300048	MAGIC CLIP (BOX)	50
300049	MAGIC CLIP DISPENSER	56
300050	MARKER ARTLINE	189
300051	POCKET A4 (PACKET)	17
300052	BALLPOINT PENS BIC MEDIUM	141
300054	PENS UNI BALL EYE FINE	241
300055	PENS UNI BALL EYE MEDIUM	208
300060	POST-IT NOTES 654	79
300062	GLUE STICK (PRITT)	24
300063	PRESTIK	07
300065	RULERS	64
300067	SCHMIDT REFILL P 900 F BLACK	43
300068	STAPLERS	05
300069	STAPLES (BOX)	29
300070	STAPLE REMOVER	21
300071	SCISSORS	18
300072	TELEROLLS	20
300073	WHITE BOARD MARKERS	92
300074	WHITE BOARD ERASER	15
300075	PENS B/P PILOT BPS FINE RED	86
300076	PENS B/P PILOT BPS FINE BLUE	298
300077	ENVELOPES BOX 114 X 162	12
300078	ENVELOPES BOX 324 X 227	02
300079	ENVELOPES 110 X 220	16
300082	PAPER CLIPS GIANT	03
300084	INDEX TABS	82
300085	STAMP PAD INK 300ML	12
300087	RING REINFORCEMENTS PVC 250'S	25
300091	CALCULATOR RIBBON	11
300092	CUBE REFILLS COLOURED	50
300093	PICTURE MOUSE PADS	12
300094	TIDY FILES-ARCHIVE	605

300098	FILE DIVERDERS COLOURED	03
300100	ENVELOPES A5 SEAL BOX	12
300101	BOOKS-MANUSCRIPT A5	175
300102	TIPPEX CORRECTION FLUID	101
300103	FLIPCHART PADS	06
300107	POST-IT FLAGS BANDERITAS	73
300110	ENVELOPES 110 X 220 WINDOW BOX	10
300114	FILE-QUOTATION(SOLID BACK,CLEAR FRON)	08
300116	PVC TRANSPARENT COVERS A4(0.18MM)	13
300124	DVD +R VERBATIM	88
300139	STRIPS A4 (L54/29701492) WHITE	29
300149	MEMORY STICK	29
300153	CASETTE 90 MINUTES	25
300154	ENVELOPES A3	05
310003	BROOM HARD	04
310004	BROOM SOFT	04
310005	BUCKET 25L	08
310012	DOMESTOS	01
310016	FURNITURE POLISH(PLEDGE)	08
310022	MUTTON CLOTH	25
310023	MOP LARGE	08
310028	STEEL WOOL	17
310032	WASHING POWDER	11
310033	WINDOWLENE	14
310035	HIDRI REFLEX TOWELS	03
310039	POT SCOURERS	06
310043	SUNLIGHT SOAP	52
310044	HANDSOAP LUX	10
310046	WINDOW SQUEEGEE	09
310049	CARBRO KETTLE & STEAM IRON CLEANER	38
310050	SWINGBIN BAGS KITCHEN	15
310054	FEATHER DUSTERS	15
310064	CARPET SHAMPOO	10
310067	TOILET BRUSH	15
BATCH 00038		



WestRand District Municipality

Stock Valuation Report

User : GOTTSEMODIMO MANDONA
 Store Code : MCI WestRand District Municipality
 Product Type : 10 STATIONERY & CLEANING MATERIAL

: 202206

: S STATIONERY & CLEANING MATERIAL

Period
Major Cat

Part No & Desc	Vch	Min QOH	Max Re-order	QOH	QOO	Pend Iss	Avg. Cost	Value
300001 PAPER A4 80GSM WHITE		.0000	200.0000	31.00	210.00	.00	326.66	10,126.58
300003 BOOKS - SHORTHAND		.0000	100.0000	14.00	.00	.00	5.66	79.24
300005 CD'S RECORDABLE		.0000	50.0000	44.00	100.00	.00	16.00	704.00
300007 CORRECTION TAPE		.0000	50.0000	77.00	.00	.00	22.64	1,743.23
300041 EXAM PAD A4		.0000	200.0000	44.00	.00	.00	10.46	460.27
300042 ERASERS		.0000	50.0000	7.00	.00	.00	1.86	13.04
300044 FILES - FOLDER		.0000	50.0000	1825.00	.00	.00	1.85	3,378.62
300045 HIGHLIGHTERS		.0000	50.0000	7.00	.00	.00	3.91	27.37
300046 LEVER ARCH FILES		.0000	50.0000	95.00	310.00	.00	46.81	4,446.61
300047 LEAD PENCIL .05		.0000	50.0000	87.00	10.00	.00	17.29	1,503.89
300048 MAGIC CLIPS (BOX)		.0000	30.0000	50.00	.00	.00	12.61	630.73
300049 MAGIC CLIP DISPENSERS		.0000	30.0000	56.00	.00	.00	15.70	879.16
300050 MARKER ARTLINE		.0000	122.0000	189.00	.00	.00	14.23	2,688.90
300051 POCKET A4 (PACKET)		.0000	20.0000	17.00	.00	.00	26.17	444.87
300052 BALLPOINT PENS MEDIUM		.0000	.0000	141.00	257.00	.00	8.33	1,175.00
300054 PENS UNI BALL EYE FINE		.0000	144.0000	241.00	.00	.00	18.09	4,359.69
300055 PENS UNI BALL EYE MEDIUM		.0000	40.0000	208.00	.00	.00	17.61	3,662.88
300060 POST-IT NOTES		.0000	.0000	79.00	.00	.00	9.95	786.22
300062 PRFTT		.0000	15.0000	24.00	30.00	.00	35.00	840.00
300063 PRESTIK		.0000	36.0000	7.00	.00	.00	13.13	91.92
300065 RULERS		.0000	.0000	64.00	.00	.00	1.59	101.76
300067 SCHMIDT REFILL P 900 F		.0000	.0000	43.00	.00	.00	23.93	1,028.99
300068 STAPLERS		.0000	.0000	5.00	.00	.00	71.45	357.25
300069 STAPLES		.0000	20.0000	29.00	.00	.00	30.00	870.00
300070 STAPLE REMOVER		.0000	15.0000	21.00	.00	.00	4.40	92.40
300071 SCISSORS		.0000	20.0000	18.00	.00	.00	8.40	151.20
300072 TELEROLLS		.0000	10.0000	20.00	.00	.00	65.00	1,300.00
300073 WHITE BOARD MARKERS		.0000	24.0000	92.00	.00	.00	5.73	527.18
300074 WHITE BOARD ERASER		.0000	10.0000	15.00	.00	.00	8.02	120.29
300075 PENS B/P PILOT BPS FINE RED		.0000	24.0000	86.00	.00	.00	13.14	1,130.04
300076 PENS B/P PILOT BPS FINE		.0000	144.0000	298.00	.00	.00	11.83	3,526.65
300077 ENVELOPES 114 X 162		.0000	5.0000	12.00	.00	.00	84.93	1,019.14
300078 ENVELOPES BOX 324 X 227		.0000	5.0000	2.00	.00	.00	140.30	280.60
300079 ENVELOPES 110 X 220		.0000	5.0000	16.00	.00	.00	78.31	1,252.96
300082 PAPER CLIPS GIANT		.0000	10.0000	3.00	.00	.00	14.63	43.88
300084 INDEX TABS		.0000	20.0000	82.00	.00	.00	9.65	791.30
300085 STAMP PAD INK 30ML		.0000	5.0000	12.00	.00	.00	6.42	77.04
300087 RING REINFORCEMENTS PVC		.0000	10.0000	25.00	.00	.00	4.37	109.25
300091 CALCULATOR RIBBON		.0000	5.0000	11.00	.00	.00	48.76	536.36
300092 CUBE REFILLS COLOURED		.0000	.0000	50.00	50.00	.00	79.00	3,950.00
300093 PICTURE MOUSE PADS		.0000	12.0000	12.00	.00	.00	39.90	478.80
300094 TIDY FILES - ARCHIVE		.0000	100.0000	605.00	.00	.00	5.18	3,133.90

300098	FILE DIVIDERS COLORED	.0000	15.0000	3.00	.00	11.51	54.52
300100	ENVELOPES A5 SELF SEAL BOX	.0000	5.0000	12.00	.00	145.57	1,746.78
300101	BOOK - MANUSCRIPT A5	.0000	50.0000	175.00	.00	11.30	1,978.29
300102	TIPEX CORRECTION FLUID	.0000	30.0000	101.00	.00	7.50	757.04
300103	FLIPCHART PADS	.0000	5.0000	6.00	.00	130.01	780.08
300107	POST-IT FLAGS BANDERITAS	.0000	10.0000	73.00	.00	27.76	2,026.76
300110	ENVELOPES 110 X 220 WINDOW BOX	.0000	5.0000	10.00	.00	82.96	829.60
300114	FILE - QUOTATION (SOLID BACK,CLEAR FRONT	.0000	5.0000	8.00	.00	4.26	34.08
300116	PVC TRANSPARENT COVERS A4 (0.18MM)	.0000	5.0000	13.00	.00	99.52	1,291.20
300124	DVD +R VERBATIM	.0000	20.0000	88.00	.00	10.79	949.68
300139	BINDER STRIPS	.0000	5.0000	29.00	.00	474.70	13,766.50
300149	8 GB MEMORY STICK	.0000	5.0000	25.00	.00	90.00	2,610.00
300153	CASSETTE 90 MINUTES	.0000	5.0000	5.00	.00	10.95	275.75
300154	ENVELOPES A3	.0000	5.0000	4.00	.00	499.79	2,498.95
310003	BROOM HARD	.0000	.0000	4.00	.00	78.00	312.00
310004	BROOM SOFT	.0000	.0000	4.00	.00	78.00	312.00
310005	BUCKETS 25L	.0000	5.0000	8.00	.00	96.95	775.62
310012	DOMESTOS	.0000	.0000	1.00	.00	45.50	45.50
310016	FURNITURE POLISH	.0000	40.0000	8.00	.00	46.08	368.60
310022	MUTTON CLOTH	.0000	5.0000	25.00	.00	54.78	1,369.42
310023	MOP LARGE	.0000	.0000	8.00	.00	196.38	1,571.03
310028	STEEL WOOL	.0000	10.0000	17.00	.00	18.23	309.91
310032	WASHING POWDER	.0000	.0000	11.00	.00	91.10	1,002.10
310033	WINDOWLENE	.0000	.0000	14.00	.00	78.00	1,092.00
310035	HIDRI REFLEX TOWELS	.0000	.0000	3.00	.00	169.00	507.00
310039	FOOT SCOURERS	.0000	20.0000	6.00	.00	7.23	43.40
310043	SUNLIGHT SOAP	.0000	20.0000	52.00	.00	20.09	1,044.53
310044	HANDSOAP FLUX	.0000	10.0000	10.00	.00	10.94	109.40
310046	WINDOW SQUEEGEE	.0000	5.0000	9.00	.00	33.73	321.53
310049	CARBON KETTLE & STEAM IRON CLEANER	.0000	.0000	38.00	.00	26.00	988.00
310050	SWINGBIN BAGS KITCHEN	.0000	50.0000	15.00	.00	38.86	582.90
310054	FEATHER DUSTERS	.0000	.0000	15.00	.00	91.00	1,363.00
310064	CARPET SHAMPOO	.0000	.0000	10.00	.00	104.00	1,040.00
310067	TOILET BRUSH	10.0000	10.0000	15.00	.00	52.50	787.50
TOTAL VALUATION							0.00
							102,445.65

CONTRACT PERFORMANCE REGISTER

EVALUATION MATRIX

SUPPLIER PERFORMANCE ASSESSMENT					
Performance area	Ranking				
Project management and control	➤ Non-existent or inadequate project management ➤ No evidence of formal controls in place	➤ Simple project plan in place, no evidence of update/use	➤ Simple project plan in place but limited evidence of update/use	➤ Project manager has full ownership of project and team ➤ Formal project management process followed	➤ Full and accountable project management process ➤ Detailed and controlled processes
Score	1	2	3	4	5
Communications	➤ Difficult to contact and obtain a response ➤ Evidence of poor internal communications ➤ Response regularly inadequate	➤ Regular communications but often inadequate ➤ Response to queries inconsistent ➤ Reactive	➤ Fairly rapid response to queries ➤ Generally complete responses, but often clarity required	➤ Effective communications and relationships ➤ Generally proactive and complete responses ➤ Little clarification required	➤ Excellent, open relationship ➤ Complete response to queries ➤ Pro-active and anticipates issues
Score	1	2	3	4	5
Flexibility	➤ Inflexible and reliant on contract	➤ Some willingness to be flexible, but only short term	➤ Willingness to be flexible around project demands over medium term	➤ High degree of flexibility around project and contract matters	➤ Completely open and flexible – joint partnering arrangement focused on project
Score	1	2	3	4	5
Capability	➤ Inadequate capability ➤ Consistently missing critical deadlines or milestones	➤ Poor capability ➤ Some missing of critical deadlines or milestones	➤ Satisfactory capability ➤ Almost no missing of critical milestones or deadlines ➤	➤ Good capability ➤ No missing of critical milestones or deadlines	➤ Excellent capability ➤ No missing of any project milestones or deadlines ➤ Free of errors
Score	1	2	3	4	5
Delivery	➤ Frequently capacity constrained resulting in significant schedule problems ➤ Expediting regularly required	➤ Some capacity constraints with some impact on schedule ➤ Some expediting required	➤ Generally unconstrained and able to meet schedule ➤ Limited required	➤ Regular deliveries on schedule ➤ Limited capacity to reschedule to meet project changes ➤ Little or no expediting required	➤ Established track record of deliveries ➤ Capacity to reschedule to meet project changes ➤ No expediting required
Score	1	2	3	4	5

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment /Performance Rating	Performance Acceptable or Not
					Yes	No		
1.	RT25/2016- Transversal Contract	MUNSOFT	MSCOA Financial System (FMS/PAYROLL/HR)	Corporate Services	✓		25(Excellent)	Acceptable
2..	RT15/2021 - NT Transversal Contract	MTN (Pty) Ltd	Mobile Communication Services	Corporate Services	✓		20(Satisfactory)	Acceptable
3.	WR/CORP/08/18	Thejane Attorneys	Panel of Attorneys	Corporate Services	✓		20(Satisfactory)	Acceptable
4.	WR/CORP/08/18	Lizel Venter Attorneys	Panel of Attorneys	Corporate Services	✓		25 (Excellent)	Acceptable
5.	WR/CORP/08/18	Madlhopa & Thenga Incorporated	Panel of Attorneys	Corporate Services	✓		Not yet utilised.	N/A
6.	WR/CORP/08/18	Phambane Mokone Incorporated Attorneys	Panel of Attorneys	Corporate Services	✓		Not yet utilised	N/A
7.	RT3 2018-NT Transversal Contract	Apex	Supply, delivery, commissioning and maintenance of office automation equipment	Corporate Services	✓		25(Excellent)	Acceptable
8.	WR/CORP/01/22	Rummymede Advisory & Consulting	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers , Laptops	Corporate Services	✓		25 (Excellent)	Acceptable

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment /Performance Rating	Performance Acceptable or Not
					Yes	No		
			,Keyboards, Mice ,Desktop Monitors VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.					
9.	WR/CORP/01/22	Lehakwe Business Solution	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers , Laptops ,Keyboards, Mice ,Desktop Monitors VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.	Corporate Services	✓		20 (Satisfactory)	Acceptable
10.	WR/CORP/01/22	Makteck Enterprise	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers , Laptops ,Keyboards, Mice ,Desktop Monitors VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, Projectors 15'6 and 14" inch Laptop Carry Bags for a period of 3 years.	Corporate Services	✓		25 (Excellent)	Acceptable
11	WR/RPR/02/19	Re-Solve/EAS JV	Operationalisation of RRAMS Programme onto WRDM System	Regional Planning & Industrialisation	✓		25(Excellent)	Acceptable
12	WR/PS/02/20	Mabotwane Security	Rendering of security services.		✓		23(Excellent)	Acceptable
13	WR/FIN/06/t8	FNB	Banking Services	Budget and Treasury	✓		23(Excellent)	Acceptable
14	WR/FIN/05/20	Maximum Profit Recovery (pty) Ltd	VAT Review Engagement	Budget and Treasury	✓		25(Excellent)	Acceptable

No	Contract No.	Name of Contractor	Description	RESPONSIBLE DEPARTMENT	Supplier Performance Assessment Report Compiled		Supplier Performance Assessment / Performance Rating	Performance Acceptable or Not
					Yes	No		
15	WR/FIN/04/20	Fezi Auditors and Consultants (Pty) Ltd	Short term insurance cover	Budget and Treasury	✓		5(Not Recommended)	Not acceptable
16	WR/FIN/09/2020	Ctrack Mzansi (Pty) Ltd	Supply, Installation and Monitoring of Vehicle Tracking System for a Period of Three (3) Years for the West Rand District Municipality	Budget and Treasury	✓		25(Excellent)	Acceptable
17	WR/FIN/06/20	Twananani Trading Enterprise	Panel of service provider for Maintenance, Repairs and servicing.	Budget and Treasury	✓		22(Excellent)	Acceptable
18	WR/FIN/06/20	Rand WEST Break and Clutch	Panel of service provider for Maintenance, Repairs and Servicing.	Budget and Treasury	✓		23(Excellent)	Acceptable
19	WR/FIN/06/20	Marce Projects (Pty) Ltd	Panel of Service Provider for Vehicle Maintenance, Repairs and Servicing.	Budget and Treasury	✓		17(Satisfactory)	Acceptable
20	WR/Fin/22	RCA and Company Inc	Condition Assessment on Both Immovable and Infrastructure Assets of WRDM and Ancillary Facilities for a period of 2 years	Budget and Treasury	✓		21(Average)	Acceptable

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CONTRACT REGISTER 2021-2022

No	Contract No.	Name of Contractor	Description of Supply/Service	Date of award/Contract	Contract Start Date	Contract End Date	Contract Duration	Total Contract Value	Business Unit/End-user	Project Manager	Telephone	Email Address
1	RT25/2016- NT Transversal Contract	MUNSOFT (Pty) Ltd	Msoa Financial System	15-Aug-17	15-Aug-17	17-Aug-22	22 Months	As per Agreed Rates	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
2	WR/FIN/06/18	FNB	Banking Services	09-Jul-18	01-Aug-18	31-Jul-23	60 Months	As per agreed Rates	Budget and Treasury	S Ramacle	(011) 411 5251	sramacle@wrdm.gov.za
3	WR/HSD/10/18	Gondwana Environmental Solutions (Pty) Ltd	Maintenance and Monitoring of Air Quality Stations for The West Rand District Municipality	21-Aug-18	01-Sep-18	31-Aug-21	36 Months	R 2 291 865,71	Health and Social Development and Environmental Management	M Zwane	(011) 411 5137	sramacle@wrdm.gov.za
4	WR/CORP/08/18	1.Kunene Ramaphala Incorporated 2.Ramushu Mashile Twala INC 3.Lizel Venter Attorneys 4.Phungo Incorporated 5.Lawrance Melato INC Attorneys 6. Thejane Attorneys 7.Kunene Maila Attorneys 8.Ismail and Dahya INC 9.Makhubela Attorneys2	Panel of Attorneys	31-Jul-18	01-Sep-18	31-Aug-21	36 Months	As per Agreed Rates	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
5	WR/PS/03/18	Sunday Kit Uniform Supplies	Supply and Delivery of Operational Uniform (Working Dress) For Public Safety (Rescue and Fire Services) for West Rand District Municipality	09-Jul-18	01-Aug-18	30-Jul-21	36 Months	As per Agreed Rates	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za
6	WR/RPR/02/19	Re-Solve/EAS JV	Operationalisation of RRAMS Programme onto WRDM System	20-Feb-20	01-Oct-20	31-Mar-22	18 Months	R2 961 480,00	Regional Planning, Re-Industrialisation and Technical Services	D Govendor	(011) 411 5019	dgovendor@wrdm.gov.za
7	WR/PS/02/2020	Mabotwane Security	Physical Security Services	28-Feb-20	01-Mar-20	28-Feb-23	36 Months	R 8 316 770,73	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za

8	WR/FIN/04/20	Fezi Auditors and Consultants and Opulentia JV	Insurance Services	30-Jun-20	01-Jul-20	30-Jun-23	36 Months	R 1 998 793,81 (Annual premium)	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
9	WR/FIN/05/20	Maximum Profit Recovery (Pty) Ltd	VAT Review Engagement	03-Sep-20	01-Oct-20	30-Sep-23	36 Months	9,5% Commission on revenue collected	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
10	WR/CORP/03/20	Media Torgue and Events Ndabana Media Production Gauteng News J/V akotek	Advertising Agencies for the placement of Tender Advertisement in the print media on an as and when required basis for a period of not exceeding three (03) Years.	29-Oct-20	01-Dec-20	30-Nov-23	36 Months	N/A: Orders are issued on the basis of the lowest quotation received from the panel as and when there is a need.	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
11	WR/FIN/06/20	Twananani Trading Enterprise Marce Projects (Pty) Ltd Rand West Brake and Clutch	Panel of Service Providers for Servicing, Maintenance and Repairs of Vehicles	17-Jun-21	01-Aug-21	31-Jul-24	36 Months	As per Agreed Rates	Budget and Treasury	S Ramaele	(011) 411 5251	sramaele@wrdm.gov.za
12	RT15 2021	MTN(Pty)Ltd	Supply and delivery of mobile communication services.	27-May-21	01-Aug-21	31-Jul-21	24 Months	R 1 852 748,00	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
13	WR/CORP/04/21	Lizel Venter Attorneys Madhopa & Thenga Incorporated Phambane Mokone Incorporated Attorneys Verveen Attorneys Apex	Panel of Attorneys	06-Sep-21	01-Oct-21	30-Sep-24	36 Months	As per Agreed Rates	Corporate Services	Corporate Services	(011) 411 5016	gmagole@wrdm.gov.za
14	RT3 2018		Supply, delivery, commissioning and maintenance of office automation equipment	15-Sep-21	01-Oct-21	30-Sep-24	36 Months	R 963 959,04	Corporate Services	G Magole	(011) 411 5016	gmagole@wrdm.gov.za
15	WR/PS/03/22	Sunday Kit Uniform Supplies CC.	Supply and delivery of operational uniform (working	09-Nov-21			36 Months	As per Agreed Rates	Public Safety	N Kahts	(011) 411 5099	nkahts@wrdm.gov.za

16	WR/CORP/01/22	Lehakwe Business Solution Makteck Enterprise	Appointment of a Panel of Service Providers for the Supply and Delivery of Servers, Desktop Computers, Laptops, Keyboards, Mice, Desktop Monitors, VGA and HDMI Cables and Adapters, Internal Hard Drives, Universal Laptop Chargers, 15"6 Projectors, 15"6 and 14" inch Laptop Carry Bags for a period of 3 years.	11-Mar-2022	14-Mar-2022	14-Mar-2025	36 Months	N/A: Orders are issued on the basis of the lowest quotation received from the panel as and when there is a need.	Corporate Services	G Magole	(011) 411 5016	gmagole@wrldm.gov.za
17	WR/FIN/04/22	Runnymede Advisory & Consulting	Conditions Assessment on both Movable and Infrastructure Assets of West Rand District Municipality (WRDM) and Ancillary Facilities	16-May-22	18-May-22	18-May-24	24 Months	R 1 311 000,00	Budget and Treasury	S Ramacle	(011) 411 5251	sramacle@wrldm.gov.za